

## HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 207

February 28, 2007

POSITION: Monitor

DEADLINE TO APPLY: March 6, 2007  
Before 4:00 p.m.

---

CLASSIFICATION: Monitor

DEPARTMENT: Domestic Relations Court

LOCATION: 800 Broadway  
Cincinnati, Ohio 45202

WORK HOURS: 70 Biweekly, Monday thru Friday, 8:00 a.m. - 4:00 p.m.

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$13.41 per hour

### Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

High school diploma with ability to type and work effectively with the public. Strong organizational skills desired.

### Listed below are the PREFERRED QUALIFICATIONS of the department:

College degree with ability to transcribe documents from longhand and voice recordings.

### Listed below is a brief summary of the JOB DUTIES:

Interact with the public; assist litigants and attorneys in person and on the telephone; must utilize a personal computer to complete work; ability to operate standard office equipment; all other duties as assigned.

### HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Domestic Relations Court  
Attention: Mark Groppe  
800 Broadway  
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-9012

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

**NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.**